

**Emergency Medical Services for Children (EMSC) Program
Implementation Manual for EMSC State Partnership
Performance Measures**

Performance Measure #68a

The establishment of an EMSC Advisory Committee within the State/Territory.

Significance of Measure

For the EMSC Program to be sustained in the long-term and reach permanence, it is important to establish an EMSC Advisory Committee within each State/Territory. An EMSC Advisory Committee would ensure that the priorities of the EMSC Program are addressed and that EMSC Program goals are realized. Family participation on an EMSC Advisory Committee would also help to ensure that family issues are not overlooked.

Definition(s)

Establishment

“Establishment” is defined by the following three elements:

1. The EMSC Advisory Committee is composed of the following individuals:
 - State EMS Administrator
 - State EMS Medical Director
 - Grant Principal Investigator
 - EMSC Grant Coordinator
 - Family Representative with state-level leadership experience in a national organization (e.g., Family Voices)
 - Highway Traffic Safety Administrator
 - Pediatrician with state-level leadership in AAP
 - Emergency physician with state-level leadership in ACEP
 - Emergency nurse with state-level leadership in ENA
 - EMT with state-level leadership in NAEMT
 - School nurse with state-level leadership experience
 - EMS Data Specialist
 - State Trauma Manager
 - State Hospital Association Representative
2. The EMSC Advisory Committee meets either face-to-face or by conference call at least four times a year.
3. The EMSC Advisory Committee is mandated within the State/Territory EMS Rules and Regulations.

EMSC Advisory Committee

A group of either appointed or elected individuals who are responsible for guiding the EMSC Program, prioritizing EMSC issues, working on special projects, ensuring that pediatric

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emergency issues are addressed within the EMS system, and providing policy recommendations pertaining to the improvement of emergency medical services for children.

Requirement

By 2006, an EMSC Advisory Committee will have been established within the State/Territory.

Calculation

Calculation of this measure involves completing the attached Data Collection Form. Indicate whether an EMSC Advisory Committee has been established within your State/Territory. If an EMSC Advisory Committee has not been established, please indicate on the form the progress your State/Territory has made towards establishing an EMSC Advisory Committee using the scale provided.

Data Collection and Analysis

1. Gather supporting documentation to demonstrate either the establishment of or progress towards the establishment of an EMSC Advisory Committee within your State/Territory.
2. *Supporting documentation* for the measure must include at least two of the following sources: 1) EMSC Advisory Committee meeting minutes, and/or 2) EMSC Advisory Committee meeting agendas, and/or 3) EMSC Advisory Committee meeting sign-in sheets, and/or 4) EMSC Advisory Committee reports, and/or 5) a copy of State/Territory EMS Rules and Regulations mandating the EMSC Advisory Committee.

Reporting

- Report whether an EMSC Advisory Committee has been established within your State/Territory on an annual basis to HRSA via the Electronic Handbook (EHB). You will receive more specific information on how to access and use the EHB in your notice of grant award. Please refer to these instructions.
- Supporting documentation should be submitted with your EMSC continuation application each year. Examples of supporting documentation are provided above.

Follow-up

- Once the data are submitted to HRSA, NEDARC will analyze the data and report aggregated national data to NRC and HRSA/MCHB.
- EMSC NRC and NEDARC will track your progress and may contact you to address any questions or concerns regarding your progress towards meeting the measure.

Implementation Considerations

- Having more than one in-person meeting a year of the EMSC Advisory Committee may be difficult due to budget constraints. To overcome this challenge, consider 1) meeting via conference call or 2) leveraging existing meetings that most, if not all, of the Committee members plan to attend.

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Data Collection Form for Performance Measure #68a

1. Has an EMSC Advisory Committee been established²⁰ within your State/Territory?
☐ YES ☐ NO

Note: If “Yes,” attach supporting documentation for the measure to your EMSC continuation application.

2. If “No,” please indicate the progress your State/Territory has made towards establishing an EMSC Advisory Committee using the scales below:

Elements Indicating Establishment of an EMSC Advisory Committee	Degree of Achievement						Comments
	0	1	2	3	4	5	
Composition of EMSC Advisory Committee							
Frequency of EMSC Advisory Committee Meetings							
EMSC Advisory Committee is Mandated							
TOTAL							

Scales

Composition of EMSC Advisory Committee (see list of required members under definition for “establishment”):

- 0 = None of the required members
 1 = 1-3 of the required members
 2 = 4-6 of the required members
 3 = 7-9 of the required members
 4 = 10-13 of the required members
 5 = All of the required members

Frequency of EMSC Advisory Committee Meetings:

- 0 = The EMSC Advisory Committee does not meet.
 1 = The EMSC Advisory Committee meets once a year.
 2 = The EMSC Advisory Committee meets twice a year.
 3 = The EMSC Advisory Committee meets three times a year.
 4 = The EMSC Advisory Committee meets at least four times a year.

EMSC Advisory Committee is Mandated:

- 0 = The EMSC Advisory Committee is not mandated within the State/Territory EMS Rules and Regulations.
 1 = The EMSC Advisory Committee is not mandated within the State/Territory EMS Rules and Regulations, but is acknowledged by the EMS Office.
 2 = The EMSC Advisory Committee is not mandated within the State/Territory EMS Rules and Regulations, but has a formal relationship to a mandated Committee/Board in the State/Territory (e.g., is a sub-committee or adjunct committee to a mandated Committee/Board in the State/Territory).
 3 = The EMSC Advisory Committee is mandated within the State/Territory EMS Rules and Regulations.

²⁰ An “established” EMSC Advisory Committee is:

- 1) Composed of all the required members (see list of required members under definition for “establishment”);
- 2) Meets either face-to-face or by conference call at least four times a year; and
- 3) Is mandated within the State/Territory EMS Rules and Regulations.

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Total the Number in the Boxes: (0-12): _____

Note: Attach supporting documentation for the measure to your EMSC continuation application.

Comments:
